

**AN ORDINANCE TO ESTABLISH PROCEDURES FOR THE CREATION AND
AMENDMENT OF AGENDAS FOR BOARD OF COMMISSIONERS MEETINGS**

WHEREAS, the enabling legislation creating the Cook County Board of Commissioners provides that the County Administrator shall prepare an agenda for all meetings of the Board of Commissioners; and

WHEREAS, Georgia law provides that an agenda for all meetings of the Board of Commissioners must be prepared and posted at the site of the meeting as far in advance of the meeting as reasonably possible, and within a two-week period preceding the meeting; the agenda must be made available to the public upon request.

WHEREAS, in order to provide for effective and efficient meetings of the Board of Commissioners and to insure compliance with state law, the Board of Commissioners has determined it advisable to adopt an Ordinance establishing procedures for the preparation and amendment of agendas;

NOW, THEREFORE, it is hereby ORDAINED by the Cook County Board of Commissioners as follows:

1.

The County Administrator, with the advice of the Chairman and the Commissioners, shall prepare an agenda of subjects to be heard or acted upon for each meeting of the Board of Commissioners, including workshop meetings. The agenda shall be in writing and made available in an electronic format. Whenever possible the agenda shall identify the person who will present the item or matter to the Board when called upon by the Chairperson.

2.

All requests for placement of an item on the agenda must be received by the County Administrator at least three (3) business days before the meeting. Requests received after that time will be placed on the agenda for the next, subsequent meeting.

3.

The County Administrator shall provide a copy of the agenda to each member of the Board of Commissioners no later than two (2) business days before the meeting. The County Administrator shall make the agenda available to the public, and shall post the same at the site of the meeting, at least two (2) business days prior to the meeting. The agenda may be posted on the County's website to the extent it is feasible to do so.

4.

After the agenda has been published and made available as provided in Section 3 above, the agenda may be amended so as to add a new item for discussion or action if the matter to be added requires urgent attention, and only upon the unanimous vote of all Commissioners during

the meeting. Due to the notice requirements set forth in the Zoning Procedures Act, no zoning hearing or decision may be added to an agenda by amendment.

5.

All agendas for meetings of the Board of Commissioners shall be treated as a public record and shall be preserved and made available for public inspection as required by law.

SO ORDAINED, this ____ day of _____, 2019.

COOK COUNTY BOARD OF COMMISSIONERS

Debra Robinson

Jeff Lane

Lindsey Parrish

Dwight Purvis

Audie Rowe

ATTEST:

County Clerk

**AN ORDINANCE TO ESTABLISH PROCEDURES FOR MEETINGS OF THE COOK
COUNTY BOARD OF COMMISSIONERS**

WHEREAS, the Cook County Board of Commissioners is required by law to conduct open and public meetings when conducting the County's business; and

WHEREAS, there are currently no established procedures for the conduct of such meetings; and

WHEREAS, in order to provide for effective and efficient meetings of the Board of Commissioners, the Board deems it advisable to establish meeting procedures as set forth herein.

NOW, THEREFORE, it is hereby ORDAINED by the Cook County Board of Commissioners as follows:

1.

The Chairman of the Cook County Board of Commissioners shall preside at all meetings of the Board; in the absence of the Chairman the Vice-Chairman shall preside at the meeting.

2.

The Chairman shall call for a motion and vote to approve the agenda for the meeting. Upon approval by majority vote, the Chairman shall conduct the meeting according to the agenda. Items not appearing on the agenda shall not be considered or discussed, and the Chairman shall have the authority and duty to rule such matters out of order.

3.

No discussion or debate by the Commissioners concerning any matter on the agenda shall occur unless and until a motion on such matter has been made and seconded. After a motion has been made and seconded, the Chairman shall open the floor to discussion. The Commissioner who made the motion shall have the floor to open the discussion. The Chairman shall have the authority to limit discussion so that every Commissioner wishing to be heard will have adequate time to speak.

4.

Commissioners shall request permission from the Chairman to speak during the meeting. Commissioners shall not speak on a matter unless recognized by the Chairman. All comments by a Commissioner shall address the motion being discussed and shall be made in a professional and respectful manner. The Chairman has the authority and duty to enforce these rules of decorum. If a Commissioner believes another Commissioner has failed to follow this procedure he or she can raise a point of order, a second is not required, and the Chairman shall rule on the point of order. The ruling of the Chairman is final.

5.

Commissioners shall not interrupt anyone who has the floor as recognized by the Chairman. Commissioners shall not refuse to yield the floor, or argue with the Chairman, if he or she is ruled out of order by the Chairman.

6.

When a motion requires a second, the Chairman shall call two times for a second. If no second is made after the second call, the motion dies for lack of a second.

7.

If a motion receives a tie vote, the motion does not pass and shall be deemed to have failed.

8.

During the course of discussion, a Commissioner may wish to propose an amendment to the motion on the floor. A proposed amendment must be presented as a motion to amend and must clearly state the new or revised language to be added to the main motion. A second is required to discuss the proposed amendment. If seconded, the Chairman shall then allow discussion on the amendment. The Chairman shall then call for a vote on the amended motion. If the amendment passes, it becomes the action of the Board and the original motion is deemed to be superseded by the amendment. If the amendment fails, then the Chair shall call for a vote on the original motion.

9.

A motion to table an item on the agenda shall clearly specify whether the item is to be postponed to a time certain, or indefinitely. If the item is to be postponed to a time certain the date of the meeting at which the item will be considered shall be stated, and the item shall be included on the agenda of said meeting. If the item is to be postponed indefinitely, it will not be placed on a future agenda unless specifically requested by a Commissioner, failing which it shall not be discussed or considered at any meeting. A motion to table, for a time certain or indefinitely, must receive a second and a majority vote in order to be effective. If such a motion passes, all discussion of the item must end.

10.

The Chairman shall have the authority to call the question (call for a vote) at any time during discussion if the Chairman deems it appropriate to do so. If a Commissioner makes a motion to call the question (call for a vote), no second is required but at least four (4) Commissioners must vote to call the question in order to proceed to a vote on the main motion.

11.

A motion to rescind proposes that the Board overturn a motion passed at a previous meeting. Any Commissioner may place a motion to rescind on the agenda, provided it clearly states the motion or action that the Commissioner wishes to be overturned. At the meeting to which a motion to rescind appears on the agenda, the motion to rescind must be formally made and

receive a second in order to be discussed. A majority vote is required for the motion to rescind to pass. If a motion to rescind is passed, the original motion will be treated as void and the minutes shall be amended accordingly.

12.

The Board shall go into executive session only for the purposes authorized by law. A motion to go into executive session must be made in open session, it must state the purpose for the executive session, and it must be seconded and pass by a majority vote in order to authorize an executive session. Upon returning from executive session there must be a motion to resume in open session, properly seconded and passed by majority vote. Once in open session, the County Attorney or Clerk shall state whether any action of the Board is required as a result of the executive session. If action is required a proper motion, second and vote shall take place in open session. The Clerk shall be responsible for the preparation of the minutes and affidavit required by law with respect to executive sessions.

13.

Whenever a public hearing is required prior any action by the Board of Commissioners, the Chairman or the County Attorney shall call the public hearing to order. During the public hearing any person wishing to be heard shall state his or her name and address, and may then address the Board for a total of 3 minutes. No speaker may exceed the 3 minute time limit without approval by the Chairman. The Chairman shall have the authority and duty to rule comments out of order if they are not relevant to the matter at hand or if they are expressed with profanity or in an objectively unprofessional manner. The Chairman shall also have the authority to determine that comments have become redundant and move on to other speakers who wish to state something new or different. It is the duty of all Commissioners to listen to the comments made during a public hearing, but no Commissioner is obligated to answer any questions posed by a speaker during a public hearing and should refrain from doing so in order to maintain impartiality. If a legitimate question has been raised the Chairman should request that county staff address the question if possible. The Chairman shall have the authority to close the public hearing at such time as the Chairman determines all sides have been fairly heard.

SO ORDAINED, this ____ day of _____, 2019.

COOK COUNTY BOARD OF COMMISSIONERS

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ATTEST:

County Clerk